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ABSTRACT

The procedures undertaken in developing and organizing skills indexes for use in coding elementary school language arts textbooks to determine what is actually taught are presented in this paper. The outlined procedures included performing a preliminary analysis on four language arts textbooks to compile an extensive list of skills and performance modes for each text; coordinating the lists of skills across textbooks into major categories; organizing the resulting categories into the 12 skills areas of discourse type, textual characteristics, processes, word study, history, mechanics, parts of speech, grammar, discourse study, reference skills, language theory, and miscellaneous; and analyzing the lists to determine which performance modes could be combined by rewriting their task descriptions. Appendixes contain a list of the textbook series used in the preliminary analysis, a sample coding sheet, the final content index, and the final consolidated performance modes index. (FL)

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PROFICIENCY VERIFICATION SYSTEMS (PVS): SKILLS INDICES FOR LANGUAGE ARTS

Ann Humes

ABSTRACT

An Index has been prepared to describe the content commonly taught in elementary school in language arts textbooks. An index of the performance modes used to practice this content has also been compiled. These indices are used to code elementary school language arts textbooks in order to determine and assess what is actually taught.

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PROFICIENCY VERIFICATION SYSTEMS (PVS): SKILLS INDICES FOR LANGUAGE ARTS

Ann Humes

Proficiency Verification Systems (PVS) are content-sensitive assessment systems that parallel the actual instruction that is presented in students' textbooks. Earlier PVS work has applied the PVS model to mathematics and reading (Buchanan and Milazzo, 1977; Fiege-Kollmann, 1977). The current effort described here is in the area of language arts. (For present purposes, the term "language arts" is defined as the school subject frequently labeled "English." This area, judging by the typical textbook, appears to be a potpourri of everything that might be related to language use.) This paper describes the procedures undertaken to develop and organize skills indices for language arts.

Preliminary Analysis

A preliminary analysis was first performed on four language arts textbook series (see Appendix A) available in the SWRL library. A record was made of each skill as the textbook presented the instruction and the corresponding practice. The performance modes were also listed for development of a performance-modes index. An extensive list of skills and performance modes was compiled for each text. The final cumulative list of both skills and performance modes from all texts consisted of nearly 300 typewritten pages.

Content Index

The lists of skills were coordinated across textbooks. Skills were organized into major categories that evolved from all the lists. Each category list was then carefully analyzed to organize the detail further into subcategories. The resulting lists of categories and subcategories were then compared with the skills documented by Ajay (1974) and by Legum, Ajay, Coker, Rosenbaum, and Rudegeair (1974). A few skills outlined in these papers were added to the lists because of the probability that these skills may be taught in some elementary textbooks, although they were not represented in the four series reviewed.

The resulting categories were organized into twelve areas. The major categories under these area designations were given three-digit computer codes. These "Major Skill Areas" are listed below by area type:

Discourse Types
- Informative/Expository Prose Categories
- Imaginative Prose Categories
- Combination Categories
- Poetic Categories
- Oral Categories
- Media Types
- Non-Verbal Types

Textual Characteristics
- Structure of Writing
- Structure of Imaginative Prose
- Structure of Poetry
- Language Devices
- Language Devices-Prose
- Language Devices-Poetry
- Perspective in Writing
- Perspective in Prose
- Perspective in Poetry
- Elements of Poetry

Processes
- Critical Thinking

Word Study
- Vocabulary
- Spelling
- Morphology and Word Structure

History
- Language's Development

Mechanics
- Punctuation
- Capitalization

Parts of Speech
- Nouns
- Pronouns
- Verbs
- Adjectives
- Adverbs
- Function Words

Grammar
- Relational Categories
- Sentence Description
- Sentence Structure
- Prescriptive Usage

Discourse Study
- Discourse Construction: Structural Components
- Discourse Construction: Organizational Facets
- Discourse Construction: Miscellaneous Facets
- Discourse Construction: Editing/Proofreading
- Discourse Construction: Reports
- Letter Writing
- Handwriting

Reference Skills
- Parts of a Book
- Library Use

Language Theory

Miscellaneous

One fact should be noted about the above listing. A major organizational consideration is the PVS model's use of five computer fields, two of which were designated for the Performance Modes Index. Consequently, the categories represent groupings of related topics for computer-coding purposes rather than a hierarchy of language-arts content. For example, the major category "Nouns" is a much less encompassing category than is "Imaginative Prose Categories." However, the type and detailed nature of information to be coded for instruction and practice on nouns requires a separate noun category rather than a perhaps ideal "Parts of Speech" major category; this organization is a more productive use of a computer field.

As many as 35 primary and secondary subcategories complete the listing above for each major three-digit category. These two-digit codes are not mutually exclusive; any two may be used. Some categories are necessarily divided into two categories because the subcategories number more than 35. An example is the division of punctuation into Punctuation I and Punctuation II.

To assure that uniquely appearing skills can be coded, the primary subcategories for each category include an "Other" code. This is an essential subcategory because the somewhat amorphous nature of skills appearing in language-arts textbooks makes providing a specific subcategory for every possible skill not only impractical but also impossible. (See Appendix B for a sample coding sheet.)

The final Content Index is presented in Appendix C.

Performance Modes Index

The Performance Modes Index lists the response modes and formats utilized in the practice on the content. It was prepared by coordinating the performance-mode lists across textbooks. The lists were then analyzed to determine which modes could be combined by rewriting their tasks descriptions into an encompassing label. This consolidation was necessary because of the limited number of codes available for performance modes and because of the complexity of the task of coding: The fewer codes used, the easier and faster is the coding of a text.

Even after this consolidation, 64 performance codes remained, numbering from 36 to 99. The final consolidated Performance Modes Index is presented in Appendix D.

References

Ajay, H. Literary genres and style. (Technical Memorandum 2-74-03). Los Alamitos, California: SWRL Educational Research and Development, 1974.

Buchanan, A., & Milazzo, P. Designing an instructor-referenced system for large-scale evaluation of school achievement. Paper presented at the Third Annual Conference of the California Society of Educational Program Auditors and Evaluators, Los Angeles, California, May 1977.

Fiege-Kollmann, L. Proficiency verification systems: Index of reading skills (Technical Note 3-77-01). Los Alamitos, California: SWRL Educational Research and Development, 1977.

Legum, S., Ajay, H., Coker, P., Rosenbaum, H., and Rudegeair, R. Meta-concepts for reading instruction: Recommended concepts and order of instruction. (Technical Memorandum 2-74-06). Los Alamitos, California: SWRL Educational Research and Development.

Appendix A

Language Arts Series Used for Preliminary Analysis

Conlin, D. A. Our Language Today. New York: American Book Company, 1971.

Nachbar, C. M., Gilbert, V., Smith, D., & Merriam, E. American Language Today. New York: Webster Division, McGraw-Hill Book Company, 1974.

Pollack, T. C., Bowden, F. B., Geist, R. J. The MacMillan English Series. New York: The MacMillan Company, 1969.

Tabachnick, B. R. & Anderson, D. W. Ginn Elementary English. Boston, Mass: Ginn and Company, 1970.

APPENDIX B

SAMPLE CODING SHEET

8

PROGRAM NAME: _____

GRADE: _____ LEVEL _____

WORK UNIT _____

PAGE _____ OF _____

Program		Grade			Page			Major Skill Area	Δ*	Focus		Focus		Focus		Focus		DESCRIPTION	Card #					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

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Appendix D

PVS LANGUAGE ARTS

Performance Mode Index

Response Modes

36 Add
37 Arrange/Group
38 Ask
39 Build/Expand
40 Check/Identify
41 Choose/Discriminate between/among
42 Circle
43 Code
44 Combine
45 Compare
46 Complete
47 Copy
48 Define
49 Discuss/Explain
50 Divide/Separate
51 Dramatize/Act
52 Draw
53 Fill in
54 Form
55 Label
56 Make
57 Match
58 Outline
59 Plan/Prepare
60 Play
61 Punctuate
62 Read/Study
63 Reorder/Transform/ Unscramble
64 Revise
65 Say/Recite/Answer
66 Skim
67 Substitute
68 Summarize
69 Underline
70 Write
71 Describe
72 Listen

Formats

73 Answer(s)
74 Basic sentence
75 Better/Best form or example
76 Component words
77 Conversation
78 Correct meaning/example form
79 Example(s)
80 Form(s)
81 Form-class word or structure
82 Information
83 Letter(s)
84 Letters to words
85 List
86 Material in text/picture
87 Essay
88 Paragraph/Passage
89 Questions
90 Report
91 Rule(s)/Definition(s)
92 Sentences for specific information/items
93 Sentence(s)/lines
94 Sentence parts
95 Story
96 Topics
97 True/False statements
98 Word Part(s)/Word(s) Group of words
99 Words that rhyme

001 Informative/Expository Prose Categories

- 01 Anecdote
- 02 Announcement
- 03 Autobiography
- 04 Biography
- 05 Definition } [may be of various lengths]
- 06 Description }
- 07 Directions
- 08 Recipe
- 09 Essay
  - 10 Character essay
  - 11 Topical essay
- 12 Label
  - 13 Descriptive label
  - 14 Prescriptive label
- 15 Record-keeping
  - 16 Book list
  - 17 Diary
  - 18 Inventory
  - 19 Journal
  - 20 Log book
  - 21 Meeting minutes
- 22 Research article
- 23 Reviews
  - 24 Book review/report
  - 25 Drama review [not specifically part of 23-25]
  - 26 TV review
  - 27 Radio review
  - 28 Film review
- 35 Other

002 Imaginative Prose Categories

- 01 Adventure story
  - 02 Science fiction
  - 03 Western
- 04 Allegory
- 05 Animal tale
- 06 Drama
  - 07 Drama-comedy
  - 08 Drama-tragedy
  - 09 Drama-combination
- 10 Fantasy tale
- 11 Folklore
  - 12 Myth
  - 13 Legend
  - 14 Fable
  - 15 Fairy tale
- 16 Hero story
- 17 Humorous story
- 18 Miscellaneous brief forms
  - 19 Epigram
  - 20 Graffiti
  - 21 Palindrome
  - 22 Riddle
- 23 Moral tale
- 24 Satire
- 25 Short story
  - 26 Anecdote
- 27 Tall tale
- 28 Novel (excerpts)
- 35 Other

003 Combination Categories [verbal plus non-verbal]

- 01 Calendar
- 02 Chart
- 03 Diagram
- 04 Graph
- 05 Map
- 06 Poster
- 07 Rebus
- 08 Sign
- 09 Table
- 10 Cartoon
- 11 Game
- [illegible]

004 Poetic Categories

- 01 Lyric
  - 02 Ballad
  - 03 Cinquain
  - 04 Folk song
  - 05 Haiku
  - 06 Light verse
    - 07 Jingle
    - 08 Limerick
  - 09 Nursery rhyme
  - 10 Occasional verse
  - 11 Ode
  - 12 Pastoral
  - 13 Pattern [shape]
  - 14 Sonnet
- 15 Narrative poetry
  - 16 Dramatic
  - 17 Epic-mock
  - 18 Epic-true
- 35 Other

005 Oral Categories

- 01 Listening
- 02 Performance
  - 03 Choral reading
  - 04 Oral reading
  - 05 Song
- 06 Speaking
  - 07 Conversation
  - 08 Debate
  - 09 Dialogue
  - 10 Group discussion
  - 11 Introduction--social
  - 12 Interview
  - 13 Monologue/speech
  - 14 Panel discussion
  - 15 Telephone message/convers
- 16 Suprasegmentals
  - 17 Suprasegmentals-juncture
  - 18 Suprasegmentals-pitch
  - 19 Suprasegmentals-stress
  - 20 Suprasegmentals-volume
  - 21 Language Practice/Drama
  - 22 Language Practice/Informa
- 35 Other

006 Media Types

01 Newspaper

02 Newspaper ad--classified
03 Newspaper ad--non-classified
04 Newspaper article
05 Newspaper caption
06 Newspaper component
07 Newspaper dateline
08 Newspaper editorial
09 Newspaper headline
10 Newspaper lead
11 Newspaper news story
12 Newspaper review
13 Newspaper slanted news

14 Magazine

15 Magazine ad
16 Magazine article
17 Magazine caption
18 Magazine component
19 Magazine editorial
20 Magazine lead
21 Magazine review
22 Magazine title

23 Television

24 Television commercial
25 Television entertainment program
26 Television informative program
27 Television news program

28 Radio

29 Radio commercial
30 Radio entertainment program
31 Radio informative program
32 Radio news program

35 Other

008 Non-Verbal Types

01 Art forms

02 Architecture
03 Collage
04 Color
05 Dance
06 Design
07 Music
08 Painting

09 Communication forms

10 Body language
11 Facial gesture
12 Pantomime
13 Picture language
14 Sign language

15 Photography

16 Motion picture
17 Still photography

18 Text-complementing

19 Cartoon
20 Diorama
21 Illustration

35 Other

010 Structure of Writing [prose and poetry not differentiated]
011 Structure of Imaginative Prose
012 Structure of Poetry

01 Characters

02 Antagonist
03 Antihero
04 Hero/heroine
05 Protagonist
06 Stock character

07 Episodes

08 Act
09 Anti-climax
10 Climax
11 Conclusion
12 Crisis
13 Denouement
14 Falling action
15 Incident
16 Introduction
17 Plot sequence
18 Rising action
19 Scene
20 Time sequence

21 Features

22 Details
23 Moral
24 Setting
25 Suspense
26 Theme
27 Title

35 Other

013 Language Devices [prose and poetry not differentiated]
014 Language Devices - Prose
015 Language Devices - Poetry

- 01 Abstract term
- 02 Alliteration
- 03 Allusion
- 04 Ambiguity
- 05 Analogy
- 06 Assonance
- 07 Cacophony
- 08 Concrete term
- 09 Connotation
- 10 Denotation
- 11 Euphemism
- 12 Euphony
- 13 Exaggeration
- 14 Foreshadowing
- 15 Hyperbole
- 16 Imagery-general
- 17 Imagery-auditory
- 18 Imagery-gustatory
- 19 Imagery-olfactory
- 20 Imagery-tactile
- 21 Imagery-visual
- 22 Imagery-combination
- 23 Irony
- 24 Metaphor
- 25 Mood
- 26 Onomatopoeia
- 27 Personification
- 28 Pun
- 29 Rhetorical question
- 30 Simile
- 31 Substitution
- 32 Symbolism
- 33 Tone
- 34 Understatement
- 35 Other

016 Perspective in Writing [poetry and prose not distinguished]
017 Perspective in Prose
018 Perspective in Poetry

- 01 Point of View
  - 02 1st person
  - 03 Omniscient
  - 04 3rd person
- 05 Speaker
  - 06 Dialogue
  - 07 Monologue
  - 08 Narration
- 35 Other

019 Elements of Poetry

- 01 Line
- 02 Shape
- 03 Stanza
- 04 Verse form
- 05 Rhyme
  - 06 End rhyme
  - 07 Eye rhyme
  - 08 Rhyme scheme
  - 09 Unrhymed verse
- 10 Rhythm
  - 11 Iambic
  - 12 Trochaic
  - 13 Anapestic
  - 14 Dactylic
  - 15 Spondaic
  - 16 Free verse
- 17 Rhythm-meter
  - 18 Monometer
  - 19 Dimeter
  - 20 Trimeter
  - 21 Tetrameter
  - 22 Pentameter
  - 23 Sexameter
  - 24 Septameter
  - 25 Octameter
  - 26 Novameter
  - 27 Decemeter
- 35 Other

020 Critical thinking

- 01 Circular reasoning
- 02 Concepts
  - 03 Geometric figures
  - 04 Left to right
  - 05 Opposite
- 06 Drawing inferences
- 07 Fantasy versus reality
- 08 Prediction
- 09 Propaganda
- 10 Rationalizing
- 11 Supposition
- 12 Problem/Solution
- 35 Other

030 Word Study
031 Vocabulary

- 01 Acronym
- 02 Antonym
- 03 Cliche
- 04 Clipped words
- 05 Coined words
- 06 Connotation
- 07 Context clues
- 08 Denotation
- 09 Euphemism
- 10 Idiom
- 11 Jargon/special vocabulary
  - 12 Job related jargon
  - 13 Subject-area related jargon
- 14 New word
- 15 Portmanteau word [blend]
- 16 Synonym
- 17 Word construction from parts
- 18 Word meaning
- 19 Multiple meaning
- 35 Other

032 Spelling

- 01 Consonants
  - 02 Invariable consonants
  - 03 Variable consonants
  - 04 Consonant digraphs
  - 05 Silent consonants
- 06 Vowels
  - 07 Short vowels
  - 08 Long vowels
  - 09 Vowel-r
  - 10 Silent vowels
- 11 Affixes and endings
  - 12 Inflectional suffixes
  - 13 Derivational suffixes
  - 14 Endings
  - 15 Prefixes and beginnings
  - 16 Affixation processes
- 17 Structures
  - 18 Homographs
  - 19 Homophones
  - 20 Compounds
  - 21 Irregular words
  - 22 Contractions
  - 23 Abbreviations
  - 24 Syllabication
  - 25 Special sets of words
  - 26 Segments
  - 27 Whole words
- 35 Other

033 Morphology and Word Structure

- 01 Abbreviation
- 02 Anagram
- 03 Code
- 04 Compound
- 05 Contraction
- 06 Grapheme
- 07 Phoneme
- 08 Prefix
- 09 Root
  - 10 Free root
  - 11 Bound root
- 12 Suffix
  - 13 Derivational suffix-free
  - 14 Derivational suffix-bound
  - 15 Inflectional suffix-nominal
  - 16 Inflectional suffix-verbal
- 17 Affixes
- 18 Adjective forming
- 19 Adverb forming
- 20 Noun forming
- 21 Verb forming
- 35 Other

040 Language's Development

- 01 Back formation
- 02 Borrowing
- 03 Dialect
- 04 Etymology
- 05 Foreign language
- 06 Formal English
- 07 History of English
- 08 Informal English
- 09 Middle English
- 10 Modern English
- 11 Old English
- 12 Regionalisms
- 13 Slang
- 14 Standard English
- 35 Other

050 Punctuation (I)

- 01 Period
- 02 Question marks
- 03 Exclamation points
- 04 Semi-colon
  - 05 Semi-colon: Separating series-list
  - 06 Semi-colon: Separating series-adjectives
  - 07 Semi-colon: Separating statements
- 08 Colon
  - 09 Colon: Introduction of material
  - 10 Colon: Separation of material
- 11 Commas
  - 12 Commas: Addresses (includes city/state)
  - 13 Commas: Ambiguity
  - 14 Commas: Antithetical statements
  - 15 Commas: Compound sentences
  - 16 Commas: Dates
  - 17 Commas: Dialogue
  - 18 Commas: Introductory clause
  - 19 Commas: Introductory grouping
  - 20 Commas: Introductory phrase
  - 21 Commas: Letters
  - 22 Commas: Non-restrictive clauses
  - 23 Commas: Parenthetical elements
  - 24 Commas: Series
  - 25 Commas: Titles
  - 26 Commas: Words of speaker
  - 27 Commas: Yes and no
  - 28 Commas: Direct address
- 35 Other

051 Punctuation (II)

- 01 Apostrophe
  - 02 Apostrophe: Contractions
  - 03 Apostrophe: Plurals
  - 04 Apostrophe: Possessives
- 05 Dash
  - 06 Dash: Emphasis of elements
  - 07 Dash: Omission of elements
  - 08 Dash: Separation of elements
- 09 Hyphen
  - 10 Hyphen: Compound modifiers
  - 11 Hyphen: Compound words, non-modifier
  - 12 Hyphen: Prefixed words
- 13 Italics/underlines
  - 14 Italics/underlines: Titles
- 15 Parentheses
- 16 Brackets
- 17 Braces
- 18 Quotation marks
  - 19 Quotation marks: Dialogue
  - 20 Quotation marks: Non-dialogue
  - 21 Punctuation within quotation marks
- 22 Ellipses
- 35 Other

052 Capitalization

- 01 Punctuation-determined capitalization
- 02 Specific names
  - 03 Proper adjectives
  - 04 Proper name--personal
  - 05 Proper name--non-personal
  - 06 Miscellaneous proper name
  - 07 Titles
- 08 Style-determined capitalization
- 09 Pronoun I
- 35 Other

060 Parts of Speech
061 Nouns

- 01 Proper
- 02 Common
  - 03 Abstract/concrete
  - 04 Mass
  - 05 Count
- 06 Singular
- 07 Plural
  - 08 Irregular plural
  - 09 Regular plural
- 10 Case
  - 11 Possessive
  - 12 Nominative
- 13 Position of
- 14 Sentence frames for
- 15 Marker for
- 16 Noun phrase
- 17 Headword
- 35 Other

062 Pronouns

- 01 As substitute
- 02 Case
  - 03 Nominative
  - 04 Objective
- 05 Demonstrative
- 06 Expletive
- 07 Gender
- 08 Indefinite form
- 09 Interrogative pronoun
- 10 Personal pronoun
- 11 Position of
- 12 Possessive pronoun
- 13 Relative pronoun
- 14 Sentence frame for
- 15 Singular/plural
- 16 Intensives
- 17 Reflexives
- 35 Other

063 Verbs

- 01 Auxiliary
  - 02 Modal
  - 03 Copula
- 04 Voice
  - 05 Active
  - 06 Passive
- 07 Function
  - 08 Transitive
  - 09 Intransitive
- 10 Linking
- 11 Markers
- 12 Participle
- 13 Person
  - 14 3rd person
- 15 Position of
- 16 Principal part
- 17 Sentence frame for
- 18 Tense form
  - 19 Past
  - 20 Present
  - 21 Future
  - 22 Perfect
  - 23 Continuing
- 24 Type
  - 25 Regular
  - 26 Irregular
- 27 Verb phrase
- 28 Headword
- 35 Other

064 Adjectives

- 01 Type
  - 02 Predicate
  - 03 Possessive
  - 04 Proper
  - 05 Limiter
  - 06 Qualifier
  - 07 Quantifier
  - 08 Demonstrative
- 09 Position of
- 10 Sentence frame for
- 11 Forms
  - 12 Comparative/superlative form
  - 13 Suffixed form
- 14 Markers
- 35 Other

065 Adverbs

- 01 Comparative/superlative form
- 02 Function as modifier
  - 03 Modify verb
  - 04 Modify sentence
  - 05 Modify adjective
- 06 Intensifier
- 07 Interrogative adverb
- 08 Position of
- 09 Sentence frame for
- 10 Markers
  - 11 ly form
- 12 Type
  - 13 Manner
  - 14 Place
  - 15 Time
  - 16 Combination
- 35 Other

066 Function Words

- 01 Conjunction
  - 02 Coordinating conjunction
  - 03 Subordinating conjunction
- 04 Determiner
  - 05 Article
  - 06 Number determiner
  - 07 Pronoun determiner (includes demonstratives and possessives)
- 08 Preposition
- 09 Interjection
- 35 Other

070 Grammar

071 Relational Categories

- 01 Subject
  - 02 Simple subject
  - 03 Compound subject
- 04 Predicate
  - 05 Simple predicate
  - 06 Compound predicate
- 07 Direct object
  - 08 Simple direct object
  - 09 Compound direct object
- 10 Indirect object
  - 11 Simple indirect object
  - 12 Compound indirect object
- 13 Predicate noun
- 14 Predicate adjective
- 15 Complement
- 16 Headword
  - 17 Headword-subject
  - 18 Headword-predicate
- 19 Appositive
- 20 Gerund
- 21 Infinitive
- 22 Interjection
- 23 Modifier
- 35 Other

072 Sentence Description

- 01 Type
  - 02 Active
  - 03 Affirmative
  - 04 Complex
  - 05 Compound
  - 06 Compound-complex
  - 07 Declarative
  - 08 Exclamatory
  - 09 Fragment
  - 10 Imperative
  - 11 Interrogative
  - 12 Kernal
  - 13 Negative
  - 14 Passive
  - 15 Run-on
  - 16 Simple
- 17 Pattern
  - 18 NV
  - 19 NVN
  - 20 NV adjective
  - 21 NV adverb
  - 22 NVNN
  - 23 NLVN
  - 24 Expletive VN
  - 25 SV
  - 26 SVN
  - 27 SVO
  - 28 SV Adjective
  - 29 SV Object of Preposition
  - 30 Object of Preposition SV
  - 31 OVS
- 32 Order
  - 33 Normal order
  - 34 Inverted order
- 35 Other

073 Sentence Structure

- 01 Phrase
  - 02 Noun phrase
  - 03 Verb phrase
  - 04 Adjective phrase
  - 05 Prepositional phrase
  - 06 Participal phrase
- 07 Clause
  - 08 Main clause
  - 09 Subordinate clause
  - 10 Relative clause--restrictive
  - 11 Relative clause--non-restrictive
  - 12 Complement clause
  - 13 Adjective clause
  - 14 Adverb clause
    - 15 Manner adverb clause
    - 16 Place adverb clause
    - 17 Time adverb clause
    - 18 Cause adverb clause
    - 19 Conditional adverb clause
  - 20 Noun clause
    - 21 Subject clause
    - 22 Object clause
- 23 Complete sentence
- 24 Relative clause
- 35 Other

074 Prescriptive Usage

- 01 Adjective vs. adverb choice
- 02 Auxiliary forms with past participle
- 03 Double negatives
- 04 Pronominal usage
- 05 Word choice
- 06 Subject-verb agreement
- 07 Double subject
- 08 Dangling participle
- 09 Past vs. past participle
- 10 Tense agreement
- 11 Pronoun-referent agreement
  - 12 Singular-plural pronoun-referent agreement
  - 13 Gender pronoun-referent agreement
- 35 Other

090 Discourse Study

091 Discourse Construction: Structural Components

- 01 Basic paragraph
- 02 Concluding paragraph
- 03 Concluding sentence
- 04 Conclusion
- 05 Coherence devices
  - 06 Apposition
  - 07 Logical connections
  - 08 Place relators
  - 09 Synonyms
  - 10 Time relators
- 11 Explaining paragraph
- 12 Headings
  - 13 Main heading
  - 14 Subheading
- 15 Initial paragraph
- 16 Initial sentence
- 17 Introduction
- 18 Introductory paragraph
- 19 Introductory sentence
- 20 Main point
- 21 Main sentence
- 22 Main theme
- 23 Summarizing/final paragraph
- 24 Summary sentence
- 25 Supporting statement
  - 26 Main supporting point
- 27 Topic
  - 28 Main topic
  - 29 Subtopic
- 30 Topic sentence
- 31 Paragraphing
- 35 Other

092 Discourse Construction: Organizational Facets

- 01 Argument
- 02 Attribution
- 03 Cause-effect
- 04 Classification
- 05 Comparison
- 06 Contrast
- 07 Definitions
  - 08 Contextual definition
  - 09 Dictionary definitions
  - 10 Operational definitions
  - 11 Ostensive definitions
- 12 Details
- 13 Example
- 14 Explanation
- 15 Fact/Opinion
- 16 Order
  - 17 Inverted Pyramid
  - 18 Order-Inverted
  - 19 Order-Normal
  - 20 Order-Space
  - 21 Order-Time
- 22 Persuasion
- 23 Supportive evidence
- 24 Description
- 35 Other

093 Discourse Construction: Miscellaneous Facets

- 01 Brevity
- 02 Clarity
- 03 Coherence
  - 04 Inter-sentence coherence
  - 05 Intra-sentence coherence
- 06 Context
- 07 Diction
- 08 Information
- 09 Limiting subject
- 10 Paraphrase
- 11 Redundancy
- 12 Relevance
- 13 Repetition
- 14 Syntax
  - 15 Tags
- 16 Tone
- 17 Unity
- 35 Other

094 Discourse Construction: Editing/Proofreading

- 01 Proofreading symbols
- 02 Proofreading task
- 03 Removing redundancy
- 04 Removing superfluous language
- 35 Other

095 Discourse Construction: Reports

- 01 Authoritative Reference
- 02 Bibliographies
- 03 Note-Taking
- 04 Outlines
  - 05 Outlines-Sentence
  - 06 Outlines-Topic
- 35 Other

096 Letter Writing

- 01 Friendly
- 02 Business/Formal
- 03 Parts
  - 04 Addresses
  - 05 Body
  - 06 Closing
  - 07 Envelopes
  - 08 Greeting
  - 09 Heading
  - 10 Punctuation
  - 11 Signature
- 12 Thank-you
- 13 Invitation
- 14 Postcard
- 35 Other

097 Handwriting

- 01 Alphabet
- 02 Cursive
- 03 Indentation
- 04 Initials
- 05 Letter formation
- 06 Manuscript
- 07 Name
- 08 Spacing
- 35 Other

100 Parts of a Book

- 01 Appendix
- 02 Bibliography
- 03 Copyright page
- 04 Dedication
- 05 Footnotes
- 06 Foreword
- 07 Glossary
- 08 Index
- 09 List of illustrations
- 10 List of tables
- 11 Notes
- 12 Preface and acknowledgement
- 13 Table of contents
- 14 Text
- 15 Title page
- 35 Other

101 Library Use

- 01 Reference books-types
  - 02 Almanac
  - 03 Atlas
  - 04 Bibliography
  - 05 Dictionary
  - 06 Encyclopedia
  - 07 Picture dictionary
- 08 Reference book-parts
  - 09 Reference entry
  - 10 Guide words
  - 11 Pronunciation symbols
- 12 Card catalog
  - 13 Author card
  - 14 Call letters
  - 15 Call numbers
  - 16 Subject card
  - 17 Title card
- 18 Skills
  - 19 Alphabetical order
  - 20 Dictionary skill
  - 21 Numerical order
- 35 Other

200 Language Theory

- 01 Communication process
  - 02 Medium
  - 03 Message
  - 04 Participants
- 05 Language symbols

900 Miscellaneous